

## MINUTES FOR THE TRUSTEES MEETING

### FOR THE NEWFIELDS PUBLIC LIBRARY

Wednesday July 19, 2006

Call to order – On July 19, 2006, at about 6:00 p.m. Trustees Larry Arend (President of the Board) and Michael Woodworth (Secretary) were present for the regular monthly Trustees Meeting. Karen Lynch (Treasurer) was out of town on vacation. Also present at the Newfield Public Library was Library Director Deborah Chaze. The meeting was called to order.

Reports – Librarian's report-

1. Summer Reading – kick off on July 13 with the Double Vision performance went well. The event was well attended by about 122.
2. Donations – anonymous donation continued this month with two more books added to a collection of classical literature, representing Nobel Prize winners and others of notable acclaim.
3. Fire Alarm – two companies were called to give estimates on a fire alarm system. Deborah asked if the board wanted the system to be tied in to the Police or Fire Department or similar 24 hour responding service. Mrs. Chaze said that she had contacted the fire department and hoped to receive some recommendation. The board discussed the issue and will make a decision after all bids have been received and the Fire Department and the Selectmen have been consulted.
4. Late ILL Returns -Mrs. Chaze raised concerns over the failure of two patrons to return books which were obtained through the Inter Library Loan (ILL) system. Mr. Arend and Woodworth each said that they would contact one of the patrons to resolve the discrepancy.
5. Check Deposit - Mrs. Chaze said that she had deposited the Town of Newfields, NH quarterly disbursement check #000002078, dated July 4, 2006 in the amount of \$2,288.96. She provided a copy of the check and the deposit slip which was dated July 13, 2006.

Treasurer's Report – none

Secretary-s Report –

1. Mrs. Chaze also took some time and briefed me on how she determines what books are ordered and how they are processed when they are

received. I was particularly impressed by the careful use of statistical data in selecting categories of books to order and the double checking process of book invoices before the invoices are passed to the trustees for payment.

2. A review of the book orders from Baker & Taylor the Library's primary supplier disclosed that \$3,235.09 in books were ordered or delivered for calendar year 2006.

New Business:

Employee Handbook - Mrs. Chaze provided the board with copies of the Town of Newfields Employee Handbook, Adopted July 11, 2006. Mr. Arend said that he would discuss the implications of the new Handbook on our Library part time employees. Mr. Woodworth commented that after a quick review of the Handbook he noted that the Handbook provided sound direction on handling a variety of situations employees might encounter involving Reporting Sexual Harassment and other Unlawful Harassment, Drug and Alcohol Policy and Workplace safety to name a few. He said that he would start a review of the Library policy documents with Mrs. Chaze.

Old Business:

None discussed

The meeting was adjourned at about 6:40 p.m.

Next Meeting: August 15, 2006

Respectfully Submitted:

Michael Woodworth  
Secretary/Trustee